

RECEIVED
RETURN TO
RECORDS MANAGEMENT DIVISION

Chief, Management Staff

Chief, O&M Staff (DD/I and DD/S Areas)

Work Report, Week Ending 10 February 1956.

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1. Project 5-62a, Survey of Industrial Register [REDACTED]. Messrs. [REDACTED] met with the Chief and Deputy Chief, IR, at which the survey was discussed at considerable length. An agreement was reached to revise the regulations to reflect the current organization. The Chief, IR asked for more time to evaluate our proposals to tighten up his Support Staff. Another meeting will be arranged later.

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2. Project 5-62, Study of all Registers, OCR [REDACTED]. Further action deferred pending completion of above project. 25X1A9a

3. Project 5-72, Cartographic Support Regulation [REDACTED]. No action. 25X1A9a

4. Project 6-20, Survey of Institute Files [REDACTED]. Report is being duplicated for presentation to the ad hoc institute committee. 25X1A9a

5. Personnel Records Survey [REDACTED]. Preliminary plans and methods for conducting survey have been completed. 25X1A9a

6. Project 5-46, ELINT Study [REDACTED]. A deadline has been set by the CIA ELINT Staff Officer of February 10 for receipt of comments from the Agency ELINT Advisory Committee on the proposed CIA Regulation. Informal comment indicates the Committee members will probably raise some objections, particularly over the newly increased authority of the ELINT Staff Officer. These problems may have to be resolved by the DDCI. 25X1A9a

7. Project 6-24, Survey of Separation Procedures [REDACTED]. Contacts with parties interested in this problem have revealed that in addition to our study of this problem, the following components are also making studies: Office of the Comptroller, Office of Logistics and Office of Personnel (in connection with the preparation of a new regulation on the subject). The Management Staff will take the leadership in coordinating the various components in order to reduce the work and to facilitate later coordination of the concurrence in recommendations for improving clearance procedures. 25X1A9a

Meetings have been held with the Counseling Branch, Personnel Assignment Division, the Contract Personnel Division and the Technical Accounting Staff. Although it is too early to pass judgment on the adequacy of the present procedures, impression, so far, is that there is laxness (on the part of operating personnel) in adherence to the procedures prescribed in the regulation on separation of personnel.

8. Office of Security Increase in Ceiling [REDACTED]. The Office of Security has submitted additional statistical data showing an increase in workload since the 31 July 1955 ceiling. The Budget Division and Position Evaluation Division are preparing memoranda to accompany our memorandum to the DD/S.

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9. Project 6-16, Survey of Personnel Procedures

[REDACTED] - The procedures for the installation of the new manpower control system in Commo have been revised following coordination with Commo, Office of Personnel and Management Staff. The document is now in the reproduction stage.

[REDACTED] - Flow charts of personnel actions in OCR were completed and final review is pending return of Chief, Administrative Staff from leave.

10. Project 5-80, Review of Procedures, Printing Services Division [REDACTED]. The new combined snap-out Requisition, Delivery Ticket and Job Ticket form is near completion and ready for final printing. It is estimated that more than 4 man hours will be saved daily at the Printing Plant when the form is in operation.

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11. Project 6-21, Study of Agency Clipping Services Provided by OCR and DD/P. Unassigned.

12. Project 5-1a, Fiscal Division [REDACTED]. A visit was made by Messrs. [REDACTED], Machine Records Division, Lacey, TAS, Office of the Comptroller and [REDACTED], Management Staff to the FBI for the purpose of inspecting procedures used to handle payrolls, leave, bonds and retirement. The visit proved very enlightening, and because of the possibility of applicability of some of the procedures to operations, Mr. [REDACTED] Deputy Comptroller is arranging a meeting of representatives from the Finance and Fiscal Divisions, the Comptroller and others with Mr. Row, FBI and Mr. Crosslin, CAO to explain advantages of the installation and answer questions.

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13. Project 6-14, Study of Overtime Practices. The Office of Personnel representative on the committee [REDACTED] has been appointed chairman of the committee but no meetings have been called by her.

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14. MB-751 T/O Change, Procurement Division, Office of Logistics [REDACTED]. All necessary information has now been received from the Budget Division and Office of Personnel and a memorandum is being prepared to the DD/S.

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15. Miscellaneous

A memorandum was prepared for the Executive CM recommending that detail of an employee to the Printing Services Division, OL from OCR be formalized by the transfer of the slot and the necessary ceiling to OL. Mr. [REDACTED] in the Office of the Asst. to the DD/I (Admin) indicated that he will interpose no objection to the transfer.

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